

NEW JERSEY DEPARTMENT OF EDUCATION

OPTIONAL SUBMISSION

STUDENT DATA HANDBOOK

VERSION 1.0



State of New Jersey
Department of Education

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FOREWORD

The New Jersey Department of Education is pleased to publish the *2010 Optional Submission Student Data Handbook v1.0*. Because quality information requires student data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data. The New Jersey *Optional Submission Student Data Handbook* is intended to support the core data collections for the October 15th and End of Year/June 30th snapshot dates, and is intended for school, district, and state educators who must have data that are reliable and valid over time to make appropriate, cost-effective and timely decisions about student and school performance.

Several of the student data elements required for the Optional Submission are consistent with the SID Management data set requirements for NJ SMART. This supports the linking of student data across time and submissions, and also ensures accurate validation of Statewide Student Identifiers (SIDs).

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Executive Summary

Accurate, consistent, and timely information is necessary to make informed decisions about the performance of a school or district. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. The *Optional Submission Student Data Handbook* was developed to assist school districts in providing education information to NJ SMART in a standardized format that can easily be integrated with the other state required data elements for investigation and analysis. This *Handbook* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

NJ Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJ DOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJ DOE is committed to becoming more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJ DOE hopes to increase administrative efficiency through the use of technology.

Data Elements and Definitions

This *Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJ DOE. Not all data elements are relevant to each student (e.g., a student may not have a middle name or a student who has not exited the district will not have an exit date). It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Handbook*:

Name of Data Element	The data element name used within the NJ SMART system.
NJ DOE Number	The numerical identification of the data element, which will remain in effect over time regardless of data elements retired or added.
Definition	A brief description of the data element.
Functional, Policy or Legal Description	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Snapshot Dates	The date when each data element must be reported in accordance with NJ DOE requirements.
Type	Data element type such as Alpha, Numeric, or Date indicates how the field should be treated in order to meet formatting requirements.
Min Length	The minimum number of characters permitted.
Max Length	The maximum number of characters permitted.
Range of Values	The value options of each data element.
Required Element?	Indication of whether the data element is required for file submission.
NCES / SIF	Indicates National Center for Education Statistics (NCES) and/or Schools Interoperability Framework (SIF) standard.
Format	Requirement for how each data element must be arranged/reported.
Additional Notes	Additional relevant notes about the data element, including specifics on data validation to occur with respect to each data element.

Privacy and Security

Privacy of student records is required by the *Family Educational Rights and Privacy Act (FERPA)*. *FERPA* requires state and local education agencies to protect the privacy of education records that contain “information directly related to a student” and which are maintained by an educational agency or institution. Education data stored in NJ SMART qualify as education records within the limits of *FERPA*. Absent written consent from the parent or student, or a valid court order, *FERPA* generally prohibits the release of education records to anyone other than local school officials, or federal and state education agencies with legitimate educational interests for the information.

NJ DOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

Data Elements Outline

The following is an outline of the data elements included in the *Optional Submission Student Data Handbook*, categorized by their appropriate headings.

STUDENT INFORMATION

- Local Identification Number (LID)
- State Identification Number (SID)
- First Name
- Last Name
- Date of Birth

CREDITS EARNED INFORMATION

- Cumulative High School Credits
- High School GPA Basis
- Cumulative High School GPA
- Cumulative Weighted High School GPA

DISCIPLINE INFORMATION

- Days Suspended Out of School
- Days in House Suspension

PROGRAM ENROLLMENT INFORMATION

- Program Description
- Program Code
- Service Intensity
- Program Entry Date
- Program Exit Date

DATA ELEMENTS

Student Information

Name of Data Element: **LocalIdentificationNumber (LID)**

NJ DOE Number: 1

Definition: A number assigned and maintained by the local school district that is unique for each student in the district (LID) and is consistently used by the district across all of its data systems.

Functional, Policy or Legal Description: A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJ DOE to provide SIDs to districts. This data element is used to verify the unique identification of the student.

Snapshot Dates: N/A

Type: Alphanumeric

Min Length: 1

Max Length: 20

Range of Values: N/A

Required element? Yes. **Mandatory** for all students

Format: Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. For school districts without a LID, a LID scheme must be created and assigned for all students so that DOE can uniquely identify all students in a particular district.

Additional Notes: For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.

It is important that for confidentiality purposes, the local identification numbers do not contain any embedded meaning linked to student-specific information.

Error will occur if field is *NULL*.

Name of Data Element: **StateIdentificationNumber (SID)**

NJ DOE Number: 2

Definition: A unique number (SID) assigned and maintained by the New Jersey Department of Education that is unique for each student over time and across districts.

Functional, Policy or Legal Description: In order to track students within and across districts over time, NJ DOE will assign a unique 10-digit number to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts will be required to verify or obtain an identification number whenever a new student enrolls in the district.

SID will be a new number assigned by NJ SMART. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

Snapshot Dates: N/A

Type: Numeric

Min Length: 10

Max Length: 10

Range of Values: N/A

Required Element? Yes, **Mandatory** for all students.

Format: 10-digit state identification number. SIDs must be valid numbers as issued by NJ SMART or an error will occur.

Additional Notes: All submission files must include SIDs for students who have had SIDs issued; if a file submission does not include SIDs, it will not be accepted by NJ SMART.

Name of Data Element: FirstName

NJ DOE Number: 3

Definition: A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. This data element should correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: N/A

Type: Alpha

Min Length: 1

Max Length: 30

Range of Values: N/A

Required Element? Yes. **Mandatory** for all students

Format: First name and last name must be reported as separate fields.

Additional Notes: No nicknames or abbreviated names should be reported. Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphen are accepted.

Error will occur if field is *NULL*.

Name of Data Element: LastName

NJ DOE Number: 5

Definition: The name borne in common by members of a family. This data element should correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: N/A

Type: Alpha

Min Length: 1

Max Length: 50

Range of Values: N/A

Required Element? Yes. **Mandatory** for all students

Format: First name and last name must be reported as separate fields.

Students with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the student's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Kennedy Smyth would be last name = "Kennedy Smyth".

Additional Notes: Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.

Error will occur if field is *NULL*.

Name of Data Element: DateOfBirth

NJ DOE Number: 8

Definition: The year, month and day on which an individual was born. This data element should correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description: This data element is used to verify the unique identification of the student.

Snapshot Dates: N/A

Type: Date

Min Length: 8

Max Length: 8

Range of Values: N/A

Required Element? Yes. **Mandatory** for all students

Format: Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Additional Notes: Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).

Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Error will occur if field is *NULL*.

CREDITS EARNED

Name of Data Element:
CumulativeHighSchoolCredits

NJ DOE Number: N/A

Definition: The student's cumulative high school course credits earned as of data submission date.

Functional, Policy or Legal Description: N/A

Snapshot Dates: N/A

Type: Numeric

Min Length: 4

Max Length: 6

Range of Values: 0.00-500.00

Required Element? Yes, **Mandatory** for all students submitted to the Credits Earned Optional Submission.

Format: All values must contain place value to 2 decimals (Acceptable formats are #.##, ##.##, or ###.##).

Additional Notes: Error will occur if field is *NULL*.

Name of Data Element:
HighSchoolGPABasis

NJ DOE Number: N/A

Definition: The basis for the GPA calculation (e.g. 4.00 or 100.00).

Functional, Policy or Legal Description: N/A

Snapshot Dates: N/A

Type: Numeric

Min Length: 4

Max Length: 6

Range of Values: 0.00-100.00

Required Element: Yes, **Mandatory** for all students submitted to the Credits Earned Optional Submission.

Format: All values must contain place value to 2 decimals (Acceptable formats are #.##, ##.##, or ###.##).

Additional Notes: Error will occur if field is *NULL*.

Name of Data Element:
CumulativeHighSchoolGPA

NJ DOE Number: N/A

Definition: The student's most recent UNWEIGHTED high school cumulative grade point average as of data submission date.

Functional, Policy or Legal Description: N/A

Snapshot Dates: N/A

Type: Numeric

Min Length: 4

Max Length: 6

Range of Values: 0.00-100.00

Required Element: Yes, **Mandatory** for all students submitted to the Credits Earned Optional Submission.

Format: All values must contain place value to 2 decimals (Acceptable formats are #.##, ##.##, or ###.##).

Additional Notes: Error will occur if field is *NULL*.

Error will occur if Cumulative High School GPA is greater than High School GPA Basis.

Name of Data Element:
CumulativeWeightedHighSchoolGPA

NJ DOE Number: N/A

Definition: The student's most recent WEIGHTED high school cumulative grade point average as of data submission date.

Functional, Policy or Legal Description: N/A

Snapshot Dates: N/A

Type: Numeric

Min Length: 4

Max Length: 6

Range of Values: 0.00-200.00

Required Element: No

Format: All values must contain place value to 2 decimals (Acceptable formats are #.##, ##.##, or ###.##).

Additional Notes:

DISCIPLINE

Name of Data Element:
DaysSuspendedOutOfSchool

NJ DOE Number: N/A

Definition: The total number of days a student has been suspended to Out-of-School Suspension for the selected reporting period.

Functional, Policy or Legal Description: N/A

Snapshot Dates: N/A

Type: Numeric

Min Length: 1

Max Length: 3

Range of Values: 0-366

Required element? Yes, **Mandatory** for all students submitted to the Discipline Optional Submission.

Format: Value must be a whole number.

Additional Notes: Error will occur if field is *NULL*.

Name of Data Element:
DaysInHouseSuspension

NJ DOE Number: N/A

Definition: The total number of days a student has been suspended to In-School Suspension for the selected reporting period.

Functional, Policy or Legal Description: N/A

Snapshot Dates: N/A

Type: Numeric

Min Length: 1

Max Length: 3

Range of Values: 0-366

Required element? Yes, **Mandatory** for all students submitted to the Discipline Optional Submission.

Format: Value must be a whole number.

Additional Notes: Error will occur if field is *NULL*.

PROGRAM ENROLLMENT

Name of Data Element: **ProgramDescription**

NJ DOE Number: N/A

Definition: Describes the type of program the student is participating in (e.g. Renaissance Program).

Functional, Policy or Legal Description: N/A

Snapshot Dates: N/A

Type: Alphanumeric

Min Length: 1

Max Length: 100

Range of Values: N/A

Required element? Yes, **Mandatory** for all students submitted to the Program Enrollment Optional Submission.

Format: Description cannot contain periods or special characters and cannot be greater than 100 characters. Apostrophes and hyphens are accepted. Periods and all other special characters are not accepted.

Additional Notes: Students may be enrolled in more than one program. Include multiple programs by submitting one row per student per program.

Name of Data Element:
ProgramCode

NJ DOE Number: N/A

Definition: For each program description listed, assign a unique number value.

Functional, Policy or Legal Description: N/A

Snapshot Dates: N/A

Type: Numeric

Min Length: 1

Max Length: 3

Range of Values: 1-999

Required element? No

Format: Value must be a whole number.

Additional Notes: Students may be enrolled in more than one program. Include multiple programs by submitting one row per student per program.

Error will result if the same student is submitted twice with the same Program Code.

Name of Data Element:
ServiceIntensity

NJ DOE Number: N/A

Definition: The intensity level of the program of a student reported in **average number of hours per week**.

Functional, Policy or Legal Description: N/A

Snapshot Dates: N/A

Type: Numeric

Min Length: 1

Max Length: 2

Range of Values: 1-40

Required element? No

Format: Value must be a whole number.

Additional Notes:

Name of Data Element: **ProgramEntryDate**

NJ DOE Number: N/A

Definition: The year, month, and day on which a student is enrolled in a program.

Functional, Policy or Legal Description: N/A

Snapshot Dates: N/A

Type: Date

Min Length: 8

Max Length: 8

Range of Values: N/A

Required element? Yes, **Mandatory** for all students submitted to the Program Enrollment Optional Submission.

Format: Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Additional Notes: Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).

Error will occur if date is in the future.

Error will occur if field is *NULL*.

Name of Data Element: **ProgramExitDate**

NJ DOE Number: N/A

Definition: The year, month, and day of the first day after the date of an individual's last attendance in a program.

Functional, Policy or Legal Description: N/A

Snapshot Dates: N/A

Type: Date

Min Length: 8

Max Length: 8

Range of Values: N/A

Required element? Yes, **Mandatory** for all students that have exited their respective program.

Format: Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Additional Notes: Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).

Error will occur if Program Exit Date is in the future.

Error will occur if Program Exit Date is before Program Entry Date.

Error will occur if Program Exit Date has a value and Program Entry Date is NULL.